

ROUTING AND RECORD SHEET

2

SUBJECT: (Optional)

Significant Activities -Second Quarter FY-1988

FROM:

C/P&PD/OL

EXTENSION

NO.

OL 11029 -88



DATE

17 March 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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C/IMSS/OL

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FORM
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USE PREVIOUS
EDITIONS

17 March 1988

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

FROM:

Chief, Printing and Photography Division, OL

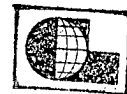
SUBJECT: Significant Activities - Second Quarter FY-88

Attached are the Office of Logistics, Printing and Photography Division's significant activities for the second quarter of FY-1988.

If you have any questions or desire additional information, please contact

Attachments

OL 11029-88



Significant Activities
Second Quarter, FY-1988

1. Employee Personnel Profile - ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ completed printing ~~of~~ Employee Personnel Profiles for all OL employees below the SIS level. This job required overprinting of text from electronic databases on [redacted] pre-printed paper using Xerox 2700 printers located 25X1 in P&PD, [redacted] When the printing was completed, these books were hand collated by 25X1 Bindery personnel and covers attached. All books were delivered to OL Personnel and Training Staff on 25 January [redacted]

2. Foreign Agents - ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ completed a major project for the Office of Security, Security Education Staff (OS/SES). ~~This project~~ *which* required photographically reproducing pictures from magazines and books of foreign agents from the past. The oldest picture was of Mata Hari and the most recent was of Clayton Lonetree. In all, there were 228 pictures requiring 8x10 photos and 35mm slides of each. These will be used for speaking tours and eventually become a part of the Intelligence Museum.

4. OSWR Support - A 16mm color movie request was produced on the ~~Office of Logistics, Printing and Photography Division's (OL/P&PD)~~ Dicommed film recorder for the ~~Office of Scientific Weapons Research, Aerospace Vehicle Analysis Division (OSWR/AVAD)~~. Although this recorder has always carried the necessary options to produce 16mm color output, this marks the first time this feature has ever been used for anything other than a test. The customer was very pleased with the results and plans to [redacted]

produce more films using this method.

5. Terrorist Profile - ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ has completed a publication of the Terrorist Profiles. This job was extremely labor intensive for P&PD Bindery personnel requiring a tremendous amount of cutting, collating, punching, insertion into 3-ring binders, and shrink wrapping.

25X1 6. OP Support - ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ completed two major printing initiatives for the Office of Personnel. We ~~completed printing~~ *on short notice* ~~printed~~ copies of the Personal History Statements and copies each of envelopes and covers for the Employee Benefits Statements. Both projects were very labor intensive due to their complexity. In addition, P&PD was asked by the Office of Personnel, Recruitment Division (OP/RD) to create material for a large briefing package to be presented at a DCI conference, ~~on Sunday, 21 February~~ *on*. An intense production effort with numerous changes consumed most of the week but 51 complete packages of original charts, slides and vugraphs plus 765 color photographic prints were finished on schedule.

25X1

7. CBJB - ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ has ~~always~~ completed printing the 13-volume Congressional Budget Justification Books (CBJB) for the Intelligence Community Staff. The largest volume of the CBJB, Volume II from the National Security Agency, was prepared with composition codes embedded in the text. This reduced P&PD preparatory work ~~work well in excess of 80 hours~~ and hopefully, can be expanded to the other volumes of the CBJB in the future.